

**GRANT APPLICATION SELECTION PROCESS**  
**NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY**

**INTRODUCTION**

The Division of Highway Traffic Safety (DHTS) solicits applications for highway safety grant projects designed to combat the number and severity of traffic crashes by developing and supporting educational, enforcement and engineering programs. These programs are keyed toward preventing fatalities and reducing injuries on New Jersey's highways. The following outlines the procedures and criteria used in selecting projects to accomplish the mission of the DHTS.

Due to the nature of the DHTS's mission and the governing rules and regulations, there is a necessary degree of subjectivity to the process and the decisions made. The professional experience of the DHTS staff is critical to process. Grants will be awarded to those projects which address New Jersey's highway safety problems in the proper places, at the proper level and with the proper methods all based on meaningful and justifiable identification.

**PROCEDURES**

Round One: The Division of Highway Traffic Safety receives and reviews all applications to determine if they qualify for funding available through the DHTS. Those that are questionable, or do not qualify, will be forwarded to the Director for confirmation.

Criteria	Consideration	Remarks
Priority Program Area	Yes = consideration No = normally eliminate	Established by federal regulations. Also, identified in the DHTS Problem Identification. Non-Priority Program Areas considered if justification is strong and funds are available.
Project Year		Identifies what year project would be entering.
Project Salary Continuation	Yes Yes Yes	Considered to ensure continuation projects with salary will have minimal delays should the project be approved.
Late Application	Missed deadline..... -5 point > week late..... Not considered	Applicants should know and meet deadlines. Indicative of future performance?

Round Two: The application is provided to the DHTS Program Manager for review of problem statement, objectives, methodology, milestones and evaluation. Copies of the application are made and distributed to the Director, Deputy Director, Data Supervisor, Program Supervisor and Program Managers.

Round Three: Individually review applications in preparation for Round Four.

Round Four: A meeting will be scheduled with the Director, Deputy Director, Data Supervisor, Program Supervisor and Program Managers to collectively review applications and hear recommendations and reservations concerning the applications. At the end of Round Four, all participants will score the applications without further discussion and submit their scores. The high score and low score, per application, will be deleted and the remaining scores will be averaged. The averaged score rankings will be used in Round Five.

Round Five: A meeting will be scheduled with the Director, Deputy Director, Program Supervisor and Program Manager. Funded projects will be based on Round Four scoring and available funds.

### **GOVERNMENTAL AGENCIES SCORING**

Criteria	Points Assessment	Remarks
Problem Identification	30	Is there really a problem? Is the problem confirmed by the DHTS Problem ID? Is the problem identified sufficient enough to justify a grant?
Project Description/Equipment	30	Does the project properly address the problem identified? Is the equipment, if included in the application, necessary and appropriate? Is long term impact a reasonable expectation?
Evaluation	20	Can the evaluation measure project success? Can the evaluation justify project continuation?
Cost Assumption	5	Is the cost assumptions expectation reasonable? Can the cost assumption be expected to fully fund project continuation?
Budget	15	Is the funding requested reasonable for the problem identified? Is the funding requested reasonable for the project proposed? Is the equipment, if any, requested reasonable or necessary for project effectiveness?

Round Five (Non-governmental agencies, organizations, etc.): The DHTS can only

accept applications from state agencies and political subdivisions, including counties, municipalities, townships and special districts. If a non-governmental agency or organization wishes to submit an application, they would be required to do so through one of the eligible entities listed above. The same scoring would apply to these applications.

## IN-HOUSE PROJECTS

DHTS staff members may nominate projects. Their proposal may be prepared in the form of an application and submitted with other applications received during the annual application process. The in-house application will receive equal consideration with all other applications.

## FINAL FUNDING DECISIONS

Final funding decisions remain the responsibility of the Director/Governor's Representative for Highway Safety.

## APPLICATION REVIEW TIMELINE

Normally, following timeline will be adhered to, if possible:

Round One	Completed within 5 working days after the application deadline closure date.
Round Two	Competed within 10 working days after Round One.
Round Three	Completed within 10 working days after Round Two.
Round Four	Completed within 5 working days after Round Three.
Round Five	Completed within 5 working days after Round Four.

## RESULTS NOTIFICATION

Applicants will be notified in writing by the DHTS Director of selection or non-selection.